

Governance Committee Notes
October 3, 2018
4:00 pm – 6:00 pm
South Coast ESD Board room

Attendees: Tenneal, Kathleen, Corinne, Bruce, Kathy M

Governance CIP Goals:

- Administrators will utilize the professional working agreements within their feedback to staff and in their evaluations of staff.
- The Organization's leaders (Sup, Admin, and Board) will develop and implement the continuous improvement plan, program improvement plan and board improvement plan.
 - The management team and board will conduct a data dive to evaluate data.
 - The management team will draft the CIP, present it to the board, the board will adjust/adopt.
 - The administrators will develop/implement a program improvement plan and present to the board.
 - The board will develop a board improvement plan (BIP).
 - All plans will be implemented and reported on by August 2019 Board Retreat.
- Re-establish the goals/outcomes of the committee group.
 - Team members commit to fully engage in meetings and activities.
 - Establish goals and review at board meeting.
 - Confirm attendance requirements.
 - Share quarterly at board meetings the attendance rates.
- Develop an understanding of the traits of an ESD employee and train the staff.
 - Address the overarching characteristics at all staff day.
 - Embed the training in PIPs while folding in professional norms.

AGENDA

1. **Professional Norms** – PD activities from bullet points, suggestion to do training in the first 15 minutes of meetings, as a game/activity/training program, during the first half of day of PD as how to coach a child then morph into working with adults.

Already in practice:

- marketing campaign.
- PD development/training plan.
- Managers utilize in walk and talk and evals.

Discussion of Progressive Positive Intervention Program presentation at New Employee Day.

Possible goal – If the norms are embedded deeply then peers could hold each other responsible,

ACTION – On Triangle Form consider creating a box for a Fire-able offense and what that looks like/mean and how to make that jump.

ACTION – Tenneal to partner Professional Working Agreement and Progressive Positive Intervention Program and create training for Managers to include documentation.

2. **Strive to THRIVE**

- Employee traits -
- Hire to Retire –

Recruit

- need to market the positions better.
- not screening well but moved to Applitrack and need to set up tools.
- white page of potential things/issues/difficulties to consider for the position.
- during the offer process provide additional information of the position/job duties.
- reference checks need to be more in depth.
- How to have a difficult discussion.

ACTION – market the positions better, improve screening, conduct better pre-reference/reference checks, create a rubric/guidelines of follow up reference checks, secondary digital.

ACTION – Tenneal/Kathy Metzger to work on best practices, guidelines, verbal or digital, laws, pre-reference.

Orientation

- No induction meetings, just new employees day. Not enough new employees to do repeated induction process, not enough subs, time, costs, consider new model.
- Consider remodel of new employee day to 2 days.
- Bring mid-year hires back to do new employee training.
- Conversation about the differences between orientation and on-boarding.

ACTION – look into providing a digital/online grouping – Yammer.

Retention

- THRIVE
- work on these concepts every year.
- climate issue – when things don't go well we don't deal with it, building resentment relates to poor job satisfaction.

Departure

- Exit process going well
- Conversation around how much time a staff member is employed and if/when they should be honored.

Tabled for discussion at the next meeting:

CIP/PIP/BIP – in notebooks next meeting

- Person First Language – review – get foundation and then next steps
- SCESD Equity Lens – review – get foundation and then next steps

Board 101

- New board member information -

Policy

- Policy Development process

ACTION

Bruce to present at the board meeting.

COMPLETED